

MCHD-CSB (215)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure (SOP) for the Fort Detrick Better Opportunities for Single Servicemembers (BOSS) Program

1. REFERENCE: Department of Army BOSS Circular, 608-01-1, 29 August 2001, subject: Better Opportunities for Single Soldiers. Some information is translated verbatim or paraphrased from the circular to this SOP to achieve maximum understanding of the ideology and concepts anticipated from the originators of the BOSS program.

2. PURPOSE: To provide guidance, establish policy, and delineate responsibilities for the BOSS program at Fort Detrick.

3. OBJECTIVES: The BOSS program is a Department of Army (DA) directed, installation managed, and servicemember operated program that consists of the three core components listed below. The BOSS program targets single servicemembers with innovative quality of life and recreational programming objectives and provides an effective means of leadership. These objectives and policies enhance personal excellence and improve the quality of life for all single servicemembers.

a. Well-Being Issues: Well-Being for single servicemembers deals primarily with those things that can be directly or indirectly influenced or enhance morale, living environments, or personal growth and development.

b. Recreation and Leisure Activities: Activities may be planned solely by the BOSS Council or in conjunction with other Morale, Welfare, and Recreation (MWR) activities. Servicemembers will assume the primary role in planning BOSS events. Events should be planned that meet the needs and desires of the single servicemember.

c. Community Service: The BOSS Council will participate in at a minimum of three (3) community programs or projects per year which make a difference in the lives of others, the community, and ultimately themselves. This service will be voluntary in nature and in accordance with the Installation Volunteer Program. The program can be implemented in support of existing or established volunteer programs or programs developed by the BOSS Council.

4. APPLICABILITY: The BOSS Council members and general membership, installation and unit command leadership, and installation facility directors and managers.

MCHD-CSB

SUBJECT: Standard Operating Procedure (SOP) for the Fort Detrick Better Opportunities for Single Servicemembers (BOSS) Program

5. RESTRICTIONS: This SOP can only be updated or supplemented by, and with the majority approval of, BOSS Council Officers and USAG Command Sergeant Major (CSM).

6. POLICY: The BOSS program is mandated by DA and designed to assist the Army leadership in maximizing well-being for the single servicemembers. The BOSS concept provides a channel of communication allowing input and feedback between the single service-member, command, MWR staff, and other installation agencies. This two-way communication system allows the sharing of information about opportunities and the needs of the single servicemembers. This program provides an opportunity to assist in the development of young servicemembers to be future leaders.

7. RESPONSIBILITIES:

a. Deputy Installation Commander will –

- (1) Have overall operational responsibility for the BOSS program.
- (2) Appoint an MWR and volunteer program advisor to assist single servicemembers with BOSS program operations and training.
- (3) Approve installation BOSS program SOP.
- (4) Ensure education and training opportunities for military and civilian leadership.
- (5) Provide a suitable location for BOSS meetings and activities.
- (6) Monitor or resolve single servicemembers' issues. Forward issues that cannot be resolved to the Major Command (MACOM) through the Army Family Action Plan (AFAP) and provide feedback to servicemembers on status of issues.
- (7) Ensure the opportunity for single servicemembers to sit on installation councils, such as Army Air Force Exchange System (AAFES)/Commissary and MWR.
- (8) Ensure the BOSS program is part of the Newcomers' Briefing.

b. The Deputy Installation CSM will –

- (1) Serve as the senior enlisted military advisor for the BOSS program.
- (2) Provide mentoring and guidance to the BOSS Council.

MCHD-CSB

SUBJECT: Standard Operating Procedure (SOP) for the Fort Detrick Better Opportunities for Single Servicemembers (BOSS) Program

(3) Meet with the BOSS Council on a quarterly basis regarding the overall status of the program. Report issues, concerns, or special requests to the Installation Commander.

(4) Approve minutes from the BOSS meetings.

(5) Monitor meeting attendance and assist in ensuring unit representation.

c. Commanders will –

(1) Ensure that additional duty orders are completed for appointed BOSS representatives. Ensure that appointed representatives are free to attend scheduled BOSS meetings.

(2) Allow single servicemembers to participate in scheduled BOSS activities, if the mission permits.

(3) Develop a method for single servicemembers to surface issues within the unit structure.

(4) Ensure a BOSS information bulletin board is designated in each company area.

d. The CSM, Sergeants Major, First Sergeants (1SG), and Detachment Sergeants will –

(1) Serve as advisors and mentors to unit BOSS representatives and committees.

(2) Assist commanders in performing BOSS responsibilities.

(3) Educate, inform, and ensure the non-commissioned officers support channel supports BOSS.

(4) Monitor meeting attendance and assist in ensuring unit representation.

e. The MWR Program Advisor will –

(1) Provide guidance to the BOSS program in planning activities and events.

(2) Assist the BOSS Council in preparing an annual program budget and financial accountability.

MCHD-CSB

SUBJECT: Standard Operating Procedure (SOP) for the Fort Detrick Better Opportunities for Single Servicemembers (BOSS) Program

(3) Assist the BOSS Council in developing a marketing plan and obtain commercial sponsorship for BOSS activities and events.

(4) Provide assistance in publicizing BOSS events.

(5) Ensure training of BOSS Council regarding MWR program responsibilities, purchasing, contracting, internal controls, and commercial sponsorship.

f. Installation Volunteer Coordinator will provide guidance and information on the Installation Volunteer Program.

g. Installation BOSS President will –

(1) Serve as a member of the Executive BOSS Council.

(2) Plan, preside over, and facilitate installation-level BOSS Council meetings.

(3) Ensure that a record of all single servicemember issues is maintained, tracked, and reported to the Deputy Installation Commander through the CSM.

(4) Ensure that the meeting minutes, with the attendance figures, are prepared and forwarded to the CSM for approval.

(5) Ensure that an installation subsidiary ledger of BOSS program revenue and expenses is maintained.

(6) Supervise and approve all installation BOSS subcommittees.

(7) Provide information and education on the BOSS program, as requested.

h. Installation BOSS Vice President will –

(1) Serve as a member of the Executive BOSS Council.

(2) Assume the duties of the president in his/her absence.

(3) Perform duties and functions as directed by the president.

(4) Serve as the council liaison for all BOSS subcommittees not specified to other council members.

MCHD-CSB

SUBJECT: Standard Operating Procedure (SOP) for the Fort Detrick Better Opportunities for Single Servicemembers (BOSS) Program

(5) Ensure attendance of all BOSS Council members and representatives by distributing notifications of scheduled and unscheduled meetings and events.

i. Installation BOSS Secretary will –

(1) Serve as a member of the Executive BOSS Council.

(2) Assume the duties of the president, vice president, treasurer, or historian in their absence.

(3) Record and prepare minutes for signature of the BOSS Council meetings prior to the next meeting.

(4) Ensure additional duty orders are prepared for all BOSS Council members and representatives.

(5) Maintain an accurate record of all events, ventures, and meetings, as well as those activities sponsored by BOSS.

(6) Perform other duties and functions as directed by the president.

j. Installation BOSS Treasurer will –

(1) Serve as a member of the Executive BOSS Council.

(2) Assume the duties of the president, vice president, secretary, or historian in their absence.

(3) Maintain and verify financial condition with the MWR program manager.

(4) Prepare and render financial reports at meetings, as needed.

(5) Perform other duties and functions as directed by the president.

k. Installation BOSS Historian will –

(1) Serve as a member of the Executive BOSS Council.

(2) Assume the duties of the president, vice president, secretary, or treasurer in their absence.

MCHD-CSB

SUBJECT: Standard Operating Procedure (SOP) for the Fort Detrick Better Opportunities for Single Servicemembers (BOSS) Program

(3) Prepare and distribute advertisements for BOSS activities to the BOSS Council representatives, STANDARD, Fort Detrick web page, and through other marketing tools, as needed.

(4) Record and maintain records (photos, videos, etc.) of all BOSS events.

(5) Prepare quarterly newsletter for inclusion in the DA BOSS newsletter and STANDARD with the help of the BOSS secretary.

(6) Perform other duties and functions as directed by the president.

l. Installation BOSS General Council members will –

(1) Attend all scheduled meetings.

(2) Raise appropriate concerns, issues, and interests from their respective units.

(3) Disseminate BOSS information to their unit.

(4) Serve on BOSS subcommittees, as required.

m. Installation BOSS Subcommittee Chairpersons will –

(1) Represent, resolve, or perform specific tasks or research projects related to specific MWR programs and single soldier issues.

(2) Recruit and train volunteers as subcommittee members.

(3) Adhere to specific guidance and direction from the BOSS president in performing subcommittee tasks.

(4) Report findings to a designated council member or the general council, as requested.

8. ORGANIZATION: The Installation BOSS Council will be comprised of an Executive Council, which includes a president, vice president, secretary, treasurer, historian, and a General Council, which consists of the assigned unit representatives. Standard protocol, procedures, and Robert's Rules of Order will be adhered to and followed by the BOSS Council at all scheduled meetings.

The BOSS General Council will consist of equal and specific representation from each unit. All council positions will have a term limit of one year and will expire together at a specified

MCHD-CSB

SUBJECT: Standard Operating Procedure (SOP) for the Fort Detrick Better Opportunities for Single Servicemembers (BOSS) Program

time each year. The appointment process for the BOSS General Council is defined in paragraph 9b.

9. PROCEDURES:

a. Eligibility: Any single servicemember assigned to the installation, to include single parents and unaccompanied soldiers with a minimum of one year remaining at this duty station, is eligible to be nominated to become a member of the BOSS General Council.

(1) Junior Enlisted Advisory Council (JEAC), Enlisted Committee, and other similar groups and organizations are requested to select one individual to represent each at the BOSS General Council meetings. These individuals will not have voting rights within the BOSS program but will provide input from, and relay information to, their respective groups.

(2) BOSS events such as fundraisers, picnics, etc., should be open to all MWR users. Civilian guests may also participate, depending on the nature of the event. Since BOSS is primarily for single servicemembers, priority will be given to them, for events with limited capacities or funding, such as ski trips, white water rafting, etc.

b. The BOSS General Council Appointments: The BOSS General Council will notify each unit's 1SG of the upcoming appointments of the new General Executive Council members. The appointments of the new General Council will coincide with the Executive Elections. The 1SG will notify the unit's personnel that nominations will be accepted during a specified period of time. Unit personnel should consider and recommend the best-qualified individuals to represent their unit. (Interested single servicemembers can nominate themselves through the same process.) Once the 1SG receives the nominations, he/she will select a primary and alternate representative to represent the unit. Selected soldiers will be placed on additional duty appointment orders to be on the BOSS General Council.

c. BOSS Executive Election:

(1) A special meeting will be scheduled for the BOSS General Council to include both new and old members.

(2) New General Council members interested in a specific position on the Executive Council will be given the opportunity to address the council regarding his/her interest, vision, and qualifications for that position.

(3) The President will make a list of interested candidates for each position and by secret ballot and a vote from all general council members, select a new BOSS Executive Council.

MCHD-CSB

SUBJECT: Standard Operating Procedure (SOP) for the Fort Detrick Better Opportunities for Single Servicemembers (BOSS) Program

(4) The previous BOSS Executive Council members will remain as advisors for a minimum of 30 days to relay information and guidance to the new council members to ensure a smooth transition.

d. Mid-Year Vacancies: When formal notification is given that a council position becomes vacant prior to the next Executive Election due to voluntary or involuntary termination, individuals currently on the General Council will have the opportunity to fill that specific position, i.e., president, vice president, etc., through secret ballot within the council. Depending on the length of time until the next Executive Council Election, a formal request will be made to the appropriate unit to appoint another representative to join the council. The term for this new representative will last only until the next Executive Council election, whereby, the individual will have to campaign again for the position.

e. Removal from Office:

(1) Any General or Executive Council member can be removed from his/her position for misconduct or neglect of duties. The vote to remove the offender from the council or position held will be the same as any other motion. The president or vice president will notify the CSM that a council member was terminated or resigned. The CSM will, in turn, notify the member's chain of command to cancel his/her additional duty appointment orders.

(2) Council members missing three consecutive scheduled meetings will be removed from their position with a majority vote from the General Council, if it is determined that such absences were unexcused.

(3) Lack of full participation in the fulfillment of their elected position objectives, lack of support from duty or activity supervisors, or representing BOSS in a misleading or detrimental fashion will result in recommendation for review of the situation by the CSM.

f. Council Meetings:

(1) Council meetings will be conducted once a month (minimum) on specified dates, as determined by the Council president. Meetings will focus on council cohesion, old and new business, and subcommittee issues. The president opens the meeting at the appointed time and calls the meetings to order after ascertaining that a quorum is present. The quorum should be no less than five different unit representatives and two executive members. He/she announces, in proper sequence, the business that comes before the council as prescribed by the agenda or existing orders of the day. He/she states and puts to vote all questions that legitimately come before the council as motions and announces the result of each vote. If a motion is out of order, it will be ruled out of order.

MCHD-CSB

SUBJECT: Standard Operating Procedure (SOP) for the Fort Detrick Better Opportunities for Single Servicemembers (BOSS) Program

(2) The president responds to inquiries or questions of members related to parliamentary procedures or factual information bearing on the business of the council. He/she expedites business in every way compatible with the rights of members by recognizing members who are entitled to speak. He/she manages and delegates tasks to council members and subcommittees. He/she authenticates by signature all acts, orders, and procedures of the council when necessary. He/she declares the meeting adjourned when voted on or in the event of an emergency. He/she maintains contact with the CSM by keeping him/her informed of all council business.

(3) The secretary keeps the council's official membership roll and calls the roll when it is required and provides copies of the minutes to council members, all 1SGs, CSMs, and commanders. He/she maintains a record book in which the SOP and minutes are entered with any amendments to these documents properly recorded and ensures the current book is on hand at each meeting. In the absence of the president and vice president, the secretary calls the meeting to these forums unless critical or essential missions preclude attendance.

g. BOSS Representation: The BOSS Council or subcommittee members will be responsible for attending specific installation and directorate meetings (i.e., Dining Facility, AAFES/Commissary Council, Town Hall Meeting, etc.) and reporting back to the BOSS Council.

h. Subcommittees:

(1) The council will select subcommittees that will report to the council at specified times and give reports on issues concerning their subcommittee. Subcommittees are organized to research, investigate, and find potential solutions to specific well-being issues or recreational activity endeavors that affect the single servicemembers and will consist of volunteers interested in the specific issue at hand.

(2) Subcommittees may also consist of representatives from issue or activity related agencies on or off the installation (i.e., housing, dining facility, Provost Marshal, etc.). Specific subcommittees may continue to exist as part of the overall program or cease to exist once a solution has been found concerning the initial issue. This decision will be made by subcommittee recommendation and/or majority vote by the General Council.

i. Well-Being Issues:

(1) The BOSS program manager and/or president will direct issues identified or raised during BOSS meetings to the appropriate command or staff agency on the installation for resolution. In the event the issue cannot be resolved, it will be coordinated with the AFAP representative for format, content, and authentication. Once authenticated, the issue will be forwarded to the MACOM.

MCHD-CSB

SUBJECT: Standard Operating Procedure (SOP) for the Fort Detrick Better Opportunities for Single Servicemembers (BOSS) Program

(2) Installation Quality of Life, DA Form 7380-R, March 1997, will be used to submit all installation formal well-being issues/concerns. The form will be prepared in duplicate and processed by the BOSS president through the USAG CSM to the Deputy Installation Commander.

(3) The president will track the progress of each issue and report to the BOSS Council at regularly scheduled meetings. Resolved issue reports will be reproduced and provided to General Council members for dissemination throughout the installation.

j. Recreation and Leisure Events: The BOSS members should solicit ideas from their unit single servicemembers and share those ideas at council meetings. Events will be coordinated with the MWR advisor and include an outline of current plans, which will include marketing and funding. If co-sponsoring or hosting an event, the event will be coordinated with the co-host and will include an outline of responsibilities for BOSS and the participating program.

k. Community Service: The BOSS secretary will coordinate all volunteer assistance and activities with the installation volunteer coordinator. The BOSS volunteer hours will be tracked for each servicemember and by the event or program BOSS is involved with. Examples of typical volunteer programs include: care packages to deployed servicemembers, veterans and nursing home visits, BOSS against drunk drivers, etc.

10. AWARDS AND RECOGNITION: Request for awards or certificates will be submitted to the president for approval. Every effort will be made to recognize all participants who made a significant contribution to, or through, the program. Criteria for awards requires the deputy installation commander's signature and will be routed through the director of Community Services/MWR advisor for processing.

11. PROPONENCY: The Directorate of Community Services is the proponent for this SOP.

MCHD-CSB

SUBJECT: Standard Operating Procedure (SOP) for the Fort Detrick Better Opportunities for Single Servicemembers (BOSS) Program

FOR THE COMMANDER:

MATEAKI E. NIKO
CSM, USA
Garrison SGM

Concur/Noncur

JAMES R GREENWOOD
Colonel, MS
Deputy Installation Commander

DISTRIBUTION:

INSTALLATION COMMANDER

INSTALLATION COMMAND SERGEANT MAJOR

INSTALLATION CHIEF OF STAFF

GARRISON COMMANDER

TENANT COMMANDERS

TENANT COMMAND SERGEANT MAJORS, SERGEANT MAJORS, FIRST SERGEANTS,
AND DETACHMENT SERGEANTS

DIRECTOR, COMMUNITY SERVICES

MWR PROGRAM ADVISOR

INSTALLATION VOLUNTEER COORDINATOR

BOSS EXECUTIVE COUNCIL MEMBERS

BOSS GENERAL COUNCIL MEMBERS